

## Proposal Package Information

This proposal package is provided by the Owner and includes basic proposal non-binding specifications, basic civil drawings, basic building layout and the asbestos abatement report, in an effort to meet the best needs of the Summerville Fire Department. The proposal submittal shall include a list with, **as many as possible**, anticipated sub-contractors along with their business addresses.

There will be a **mandatory site visit** and **mandatory pre-proposal question and answer meeting** conducted at **10:00 am on Monday, July 6, 2015** at the site located at 110 Luden Drive, Summerville S.C. prior to submittal or acceptance of any proposal. All proposals shall include all addendums. The most complete design build proposals that clearly illustrate, and define the scope of work will be considered. Partial or unclear proposals will be deemed unacceptable and will not be reviewed. All proposals that are not complete with the necessary requested information, or the respondent did not attend the mandatory site visit or the mandatory pre-proposal meeting will not be considered for the project. See the timeline of events located below.

All question pertaining to proposals or addendums must be done at time of the pre-proposal meeting or through e-mail only. No information will be dispersed over the telephone. All respondents shall be given the same information on all questions or addendums as they arise through e-mails. No Information will be dispersed 3 days prior to the required proposal submittal date. The contact person for the project proposal questions is Assistant Chief J.D. Allston at 843-514-9413 or by e-mail at: [jallston@summervillesc.gov](mailto:jallston@summervillesc.gov).

All proposals shall **be sealed and hand delivered** to Tracy Owens, at the Summerville Municipal Complex located at, 200 S. Main St., Summerville S.C. before 2:00 p.m. on **Friday, July 17, 2015**. At this time the proposals will be publically opened in the second floor training room of the Town Hall Annex Building. A mandatory sign in sheet will be used requiring the respondent's signature, business name, address, phone # and e-mail address for the submitted proposal. All proposals are final and no additional information may be added upon receipt of the proposal. Afterwards, a committee composed of the chairman of the Public Safety Committee for the Town of Summerville, the Fire Chief and Assistant Chief for the Town of Summerville Fire Department will review and select the 3 top proposals.

All respondents submitting proposals shall be notified by e-mail of the selection. The final selection will be based on interviews with each of the 3 top proposals. The committee shall determine which single proposal is deemed to be in the best interest of the Town of Summerville regardless of the proposed cost. The Town of Summerville reserves the right to reject any or all proposals, to waive all formalities and award the contract, as it appears in the best interest of the Town of Summerville. The right is also reserved to hold any and all proposals for a period of sixty (60) days from the required submittal date.